

# **FISCAL 2017 SEMI-ANNUAL STATEWIDE HISTORICALLY UNDERUTILIZED BUSINESS (HUB) REPORTING PROCEDURES**

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## GENERAL INFORMATION

According to Texas Government Code, Chapter 2161, the Office of the Comptroller of Public Accounts (CPA) is responsible for managing the Statewide Historically Underutilized Business (HUB) Program for minority- and women-owned businesses. CPA is required to compile a semi-annual and annual report of contracts awarded to HUBs by state agencies and institutions of higher education. The report documents expenditures in six (6) procurement categories identified as Heavy Construction, Building Construction, Special Trade, Professional Services, Other Services and Commodities. The report also documents the total dollar amount of contracts awarded. This report must be submitted to the presiding officer of each House of the Legislature and the Joint Committee.

Electronic versions of the HUB Reports are available on-line free of charge at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>

## HUB REPORT FORMAT

The format for the HUB Report reflects six (6) procurement categories. The report shows one state agency or institution of higher education per page. The comptroller object (expenditure) codes that are inclusive to compiling the HUB Report are identified on **Attachment A**.

The HUB Report contains total expenditure data for treasury, non-treasury, subcontracting, group purchasing, term contract, and procurement card purchases. ***It is the responsibility of each state agency and institution of higher education to ensure the accuracy of their expenditure and supplemental data (e.g., treasury, non-treasury, credit card, subcontracting, bond issuance, bids and proposals received, and competitive and non-competitive contracts awarded).***

Following the procedures herein, each state agency and institution of higher education will report their **non-treasury, subcontracting, group purchasing, term contract, and procurement card expenditures** online to the CPA using the on-line HUB Contact System at <https://portal.cpa.state.tx.us/hub/>. The Comptroller's Office shall report the **treasury expenditures** of each state agency and institution of higher education.

Object codes for benefits, claims and judgments, interfund transfers, interagency payments, investments, payment of interest, payment of principal, public assistance payments, rentals and leases, utilities, salaries, wages, travel, grants, scholarships, real estate purchases, rights-of-way, emergency abatement response, and other expenses, as determined by the 2009 State of Texas Disparity Study (as defined by 34.TAC.§20.282(7)), will be excluded from the HUB Report.

See **Attachment A** for a list of Comptroller object codes used to prepare the HUB Report. Expenditures must be reported to the CPA according to the following legislatively mandated timelines. If the due date for the HUB Report expenditure data falls on a weekend, all data will be due on the Friday before the weekend.

The **treasury, non-treasury, subcontract, and term contract** data received for the semi-annual reporting period (September 1 - February 28 or 29) and the annual reporting period (September 1 - August 31) of the current Fiscal Year will be compiled by the CPA. The system electronically cross references the State's certified HUB Directory to search for the first 11 digits of the Vendor Identification Number (VID). All VID number matches will be used to record the state agencies' and institutions' total dollar amount of contracts awarded to certified HUB vendors.

The HUB Report identifies for each state agency, institution of higher education, and the State as a whole, the total expenditures with all vendors, the total spent with Non-HUBs, and the total spent with certified HUBs. The CPA Statewide HUB Program certifies businesses by ethnicity and gender and by service disabled veteran status. Minority men and women certified as HUBs are counted as an ethnic minority. The "American Woman" category includes all American Women other than Black American, Hispanic American, Asian-Pacific American, Native American or Service-Disabled Veteran.

HUB Eligible Groups are identified as follows:

- AI** = Native American;
- AS** = Asian-Pacific American;
- BL** = Black American;
- HI** = Hispanic American;
- DV** = Service-Disabled Veteran; and
- WO** = American Woman

Data for the consolidated total expenditures, (treasury, non-treasury, subcontracting, delegated, open market, term contracts, emergency, proprietary, catalogue, exempt, etc.) must be reported to the CPA according to these reporting procedures and legislatively mandated timelines.

<b>SEMI-ANNUAL REPORTING PERIOD</b> September 1 through February 28 or 29 of the current Fiscal Year	
<b>State Agency/Institution of Higher Education</b>	
♦ <b>HUB Report Data Submittal Deadline</b>	March 15 of the current Fiscal Year
♦ <b>CPA HUB Report Due Date</b>	May 15 of the current Fiscal Year
<b>ANNUAL REPORTING PERIOD</b> September 1 through August 31 of the current Fiscal Year	
<b>State Agency/Institution of Higher Education</b>	
♦ <b>HUB Report Data Submittal Deadline</b>	September 15 of the current Fiscal Year
♦ <b>CPA HUB Report Due Date</b>	November 15 of the current Fiscal Year

## STATE OF TEXAS HUB GOALS

There are six procurement categories and each procurement category has a HUB goal (see table below). The six procurement categories and HUB goals are from 34.TAC.§20.284. Pursuant to Section 2161.002(c), the HUB goals are based on the 2009 State of Texas Disparity Study.

<b>Procurement Category</b>	<b>HUB Goal</b>
<b>Heavy Construction</b>	<b>11.2%</b>
<b>Building Construction</b>	<b>21.1%</b>
<b>Special Trade</b>	<b>32.9%</b>
<b>Professional Services</b>	<b>23.7%</b>
<b>Other Services</b>	<b>26.0%</b>
<b>Commodity Purchases</b>	<b>21.1%</b>

## HUB EXPENDITURE CREDIT

State agencies and institutions of higher education will receive HUB credit for payments made to HUBs certified by the CPA within the reporting period. Certification is determined by verifying that the 11-digit VID number used for HUB certification matches the 11-digit VID number used for issuing the purchase order and making the payment. Representatives of the Statewide HUB Program may access the Comptroller's Texas Identification Number System (TINS) to verify the payment history under the VID number submitted by the vendor on the HUB certification application. **(This verification does not automatically confirm the correct assigned VID).**

If a state agency or institution of higher education determines that there is a discrepancy between the VID number identified in the HUB Directory, TINS and/or their payment records, the agency/institution of higher education should notify the vendor, and also contact a representative of the Statewide HUB Program at 512-463-5872 or 1-888-863-5881. Research will be conducted by the CPA, and the vendor record will be updated accordingly. CPA will notify the requesting entity regarding the correct VID number for the certified HUB. The CPA and the agency's Accounting Office must also update the vendor's record.

- ◆ **HUB CREDIT** - State agencies and institutions of higher education **will receive** HUB credit for payments made to 11-digit VID numbers that were a certified HUB for any period of time during the current fiscal year's reporting period. Payments meeting this criterion are added to the total expenditure column and HUB expenditure column.
- ◆ **NO HUB CREDIT** - State agencies and institutions of higher education **will not receive** HUB credit for payments made to 11-digit VID numbers that were not a certified HUB for any period of time during the current fiscal year's reporting period. Payments meeting this criterion are added to the total expenditure column and are considered to be Non-HUB expenditures.

If a vendor's HUB status was active (i.e. HUB status code "A") for any period of time during the current fiscal year's reporting period, state agencies and institutions of higher education will receive HUB credit for the payments that were awarded to the HUB vendor during the entire fiscal year (retroactive).

There are eleven Status Codes in the CPA HUB Directory. These status codes are identified below:

A - Active*	I - Inactivated*	R - Rejection
D - Decertified*	M - Returned Mail*	V - Vendor Requested Removal*
G - Graduated*	N - Not HUB	X - Audit Removal*
O - Old VID Number*	P - Pending	

\*Note: Provided that the VID number was HUB certified/active during the current fiscal year's reporting period, state agencies and institutions of higher education will receive HUB credit for payments made to VID numbers displaying these HUB status codes.

State agencies and institutions of higher education are encouraged to reference the "**HUBs Active During Current Fiscal Year Master File (hub\_name.dat)**" online at <https://www.comptroller.texas.gov/purchasing/downloads/> which is a list of vendors who have been a Texas certified HUB (i.e., HUB status code "A") for at least one day during the current fiscal year. For the purposes of producing the HUB Reports, payments that are awarded during the current fiscal year to the Vendor ID Numbers contained within this file will be counted as HUB expenditures.

## EXPENDITURE (OBJECT) CODES INCLUDED IN HUB REPORT

### (ATTACHMENT A)

The object codes included in the HUB Report were reviewed and developed by a subcommittee of the HUB Cooperative Committee, which evaluated all existing Comptroller object codes. The subcommittee reviewed each object code definition and made a determination whether to include or exclude the object code. The selection criteria allows and includes all object codes that pertain to the purchase of goods, services, and public works contracts and excludes all object codes that pertain to benefits, claims and judgments, interfund transfers, interagency payments, investments, payment of interest, payment of principal, public assistance payments, rental and leases, utilities, salaries, wages, travel, grants, scholarships, real estate purchases, right-of-way, emergency, abatement response, and other expenses as determined by the 2009 State of Texas Disparity Study. Total expenditures are awarded contracts with allowable object codes, which are actually paid from treasury and non-treasury funds. This includes delegated, open market, term contract, proprietary, emergency, and exempt purchases.

The 2009 State of Texas Disparity Study used a list of object codes and corresponding procurement categories to identify results of state agency expenditures and utilization of HUBs. The CPA includes these object codes as part of the HUB Report.

*For the purpose of the HUB Report, an object code is either entirely included or entirely excluded.* Therefore, if a contract is awarded under an excluded object code, then HUB credit cannot be received because the contract dollars are not part of the state agency's or the institution's total expenditures. CPA encourages the state agencies and institutions to seek creative options to report good faith efforts and contract opportunities from the excluded object codes. It may require state agencies and institutions to shift from the current way of coding an excluded contract by breaking down the contract and using included object codes for coding part of the contract. See the examples below:

**Example #1: 7666 - Medical Services and Specialties** - The Health and Human Services Commission (HHSC) has a large client service contract with National Heritage Insurance Company (NHIC). NHIC is the Health Care Financing Program's Prime Contractor for processing insurance claims for the Texas Medicaid Program. This contract is classified under object code 7666 (an exempt code). NHIC subcontracted part of the contract with a HUB. Since the NHIC contract is not part of the base for this state agency's or the institution's total expenditures, HUB subcontracting cannot be reported. In order for HHSC to receive HUB subcontracting credit, all expenditures under 7666 must be included, not just the NHIC contract. This would adversely affect HHSC's overall percentage and would greatly influence other state agencies and institutions as well. For example, the NHIC contract could be coded as follows:

If the NHIC contract was a \$10 million contract and the actual payments made by NHIC to clients for medical reimbursements were \$7 million, the remaining \$3 million would be the amount paid to NHIC for administering this client reimbursement contract. CPA proposes that only \$7 million (actual client reimbursements) should be coded as 7666. The other \$3 million should be coded under an object code from the list of object codes used to compile the HUB Report which will best describe the service that NHIC is performing. All questions regarding expenditure codes should be directed to the Comptroller's Office, Claims Division, at 512-463-4850. Any other contracts with related administrative fees must be included under the same selected object code so that HHSC can hold NHIC accountable for subcontracting with HUBs. HHSC can then submit the HUB subcontractor dollars and receive credit on the HUB Report.

**Example #2: 7462 - Rental of Office Buildings or Office Space** - HHSC has very large leasing contracts throughout the state. The expenditure (object) code for leasing (7462) is currently exempt from the HUB Report. However, within a lease contract, there are contracting opportunities where a good faith effort could be made. A lease contract can be broken down to reflect the actual services performed within the contract. For example, at a minimum, the following object codes could be used to report services included in a full lease or a net lease contract: **7277 - Cleaning Services; 7271 - Real Property - Land - Maintenance and Repair - Expensed; and 7266 - Real Property Buildings - Maintenance and Repair - Expensed.**

Breaking down the lease contracts with these included expenditure codes allows HHSC to hold the lessor accountable for subcontracting with HUBs. HHSC can now be measured on all transactions that are

within the included expenditure codes and receive full credit through the HUB Report for their committed efforts. **All subcontracting must be reported under the same object code under which the Prime Contractor was paid.**

## REPORTING OF SUPPLEMENTAL DATA

In accordance with Texas Government Code §2161.122, state agencies and institutions of higher education shall report the following information to the CPA. Historically Underutilized Business (HUB) information must be reported by ethnicity and gender. The supplemental data must be submitted on-line through the HUB Contact System at <https://portal.cpa.state.tx.us/hub/>

Approximately mid-February and mid-August, as a courtesy, the CPA's Statewide HUB Program will send the state agencies and institutions of higher education reminder notices for the submission of their semi-annual and annual HUB Report data, respectively.

## BUSINESSES PARTICIPATING IN STATE BOND ISSUANCES

(Applicable to State Bond Issuers Only)

State agencies and institutions of higher education **who issue bonds** are required to report to the CPA the total number of businesses (HUB and Non-HUB) that participate in bond issuances.

## HUBS SUBMITTING BIDS / PROPOSALS

**All** state agencies and institutions of higher education are required to report to the CPA the total number of HUBs submitting bids and/or proposals for the purchase of goods and services. The types of bids (quotes or offers) and proposals include:

- ☐ Delegated Purchases, including informal and formal bids
- ☐ Open Market Bids
- ☐ Information Technology Bids / Proposals
- ☐ Request for Proposals / Competitive Sealed Proposals
- ☐ Emergency Bids
- ☐ Proprietary Bids
- ☐ Term Contract Bids (applicable to CPA's Statewide Purchasing Division)
- ☐ Scheduled Purchase Bids (applicable to CPA's Statewide Purchasing Division)

## NUMBER OF CONTRACTS AWARDED

**All** state agencies and institutions of higher education are required to report to the CPA the total number of contracts awarded (HUB and Non-HUB) for the purchase of goods and services. The number of contracts awarded to HUBs should include:

- ☐ Delegated Purchases
- ☐ Open Market Purchases
- ☐ Information Technology Purchases
- ☐ Emergency Purchases
- ☐ Proprietary Purchases
- ☐ Term Contracts (applicable to CPA's Statewide Purchasing Division)
- ☐ Scheduled Purchases (applicable to CPA's Statewide Purchasing Division)

**Note:** For the purposes of reporting contracts, state agencies and institutions of higher education should not report purchases that were made using the state procurement card. These purchases are not individual contracts for the purpose of HUB Reporting. Individual requisitions against a blanket purchase order or against an IDQ (Indefinite Delivery Quantity) should not be counted as individual contracts.

## SUPPLEMENTAL SUMMARY LETTER (Optional)

In accordance with 34.TAC.§20.284(e), state agencies and institutions of higher education may also demonstrate good faith under this section by submitting a supplemental letter with documentation to the CPA with its HUB Report or legislative appropriations request identifying its progress, including, but not limited to the following, as prescribed by the CPA:

- ◆ Identifying the percentage of contracts awarded to women-, minority- and/or service-disabled veteran-owned businesses that are not certified as HUBs;
- ◆ Demonstrating that a different goal from that identified in § 20.13(b) was appropriately given for the state agency's/institution's mix of purchases;
- ◆ Demonstrating that a different goal was appropriately given for the particular qualifications required by the state agency/institution for its contracts; or
- ◆ Demonstrating assistance to non-certified HUBs in obtaining certification with the CPA.

The Supplemental Letter **must** outline a state agency's or institution of higher education's good faith effort regarding procurement opportunities for HUBs. The Supplemental Letter should provide a comprehensive representation of the state agency's/institution's efforts and may address any unique purchasing requirements not directly reflected within the totals and percentages.

Supplemental Letters are limited to one page (front side only) on the state agency's/institution's official stationary letterhead.

- The first line should be the reference line, including the state agency's/institution's 3-digit identification number. **EXAMPLE: "999 - Fiscal 2017 Annual HUB Report Supplemental Letter";**
- Do not include date, and address, or salutation line;
- **Font size** should be at least **10 point**, and **Margins** should be at least **1 inch**;
- The letter must be signed, preferably by the state agency's/institution's *Executive Director*, *Purchasing Director*, and/or *HUB Coordinator*, and
- Include a point of contact, as well as the agency address, phone number, and/or e-mail address.

Supplemental Letters which include negative language regarding other state agencies or institutions of higher education will NOT be published. The subject of the summary must be directly related to your agency's or institution's outreach and good faith effort.

**NOTE: The one page Supplemental Letter is optional. If submitted, the letter must adhere to the guidelines specified above, and must be received no later than 5 p.m., Friday, April 7, 2017 at the Texas Comptroller of Public Accounts, Attn: Statewide HUB Program, 1711 San Jacinto Blvd., Austin, Texas 78701 (P.O. Box 13186, Austin, Texas 78711), or via email at [HUB.HUBReportData@cpa.texas.gov](mailto:HUB.HUBReportData@cpa.texas.gov). Supplement Letters that are emailed must be of high resolution, properly centered, and free of erroneous marks.**

## REPORTING OF PAYMENT DATA

**Non-treasury Funds:** Non-treasury funds are funds that are **not maintained** in the State Treasury. State agencies and institutions of higher education with non-treasury funds are required to submit payment data electronically to the CPA via the [HUB Contact System](https://portal.cpa.state.tx.us/hub/) at <https://portal.cpa.state.tx.us/hub/>. The payment data includes subcontracting, group purchasing, term contract, and procurement card purchases.

**Treasury Funds:** Treasury funds are funds deposited and maintained in the State Treasury. The Comptroller's Office will submit each of the state agencies' and institutions of higher education's treasury fund payments made (not processed) during the reporting period for the purchases of goods, services, and public works contracts (which include delegated, open market, term contracts, proprietary, emergency and exempt purchases) applicable to the approved object codes listed on Attachment A.

## ELECTRONIC DATA FORMAT AND DATA SUBMISSION PROCESS

1. Create your HUB Report data file. The electronic payment information for the HUB Report **must be in plain text format with a ".txt" extension**. No MS Word, Excel, or other types of files will be accepted. It is preferable to send all payment data in one file; however, multiple files are acceptable. The payment data must be stored in the following sequence:

Agency Code	5 characters	Fill with leading zeroes
Vendor Identification Number (VID)	11 characters	No dashes, spaces, or alpha characters
Vendor Name	20 characters	Uppercase letters, with trailing spaces (no tabs or special characters)
Object Code	4 characters	The four-digit object code must be on the approved list of object codes
Dollar Amount	12 characters	The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. All dollar values must be preceded by leading zeros. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
Type of Record	1 character	N = Non-Treasury S = Subcontracting G = Group Purchasing A, B, or C = Term Contract H = Credit Card

### EXAMPLE

```
|-- 5|----- 11-----|----- 20-----| - 4|----- 12-----| 1|
0099915209401020BATTER ES I NC      7300- 00006320.88 G
0099915209401020BATTER ES I NC      7400- 00000340.81 G
0099919413818337B Q RAD LABORATOR ES7310000000093.00 G
0099919426404653GENERAL MED CAL CORP7300000000684.54 G
0099919426404653MCKESSON GENERAL MED7300000002632.90 G
```

**NOTE:** The sets of numbers identified in the first line of the example indicate the number of characters for each section.

When saving your payment data in an electronic format, begin the file name with your agency number. Also, if you submit multiple files, specify the file type (i.e. **S** - Subcontracting, **G** - Group, **H** - Credit Card).

**Example:** 999\_FY16.TXT; or 999\_FY15S.TXT; or 999\_FY16G.TXT; or 999\_FY16H.TXT

2. Access the on-line HUB Contact System at <https://portal.cpa.state.tx.us/hub/> and select your user name (e-mail address) from the drop-down menu and enter your password for accessing this portal. **If you have forgotten your password, click the “Need Your Password” link and your password will be sent to your e-mail account (as registered in the HUB Coordinators contact list).** If you do not have a password and/or user name, please email [HUB.HUBReportData@cpa.texas.gov](mailto:HUB.HUBReportData@cpa.texas.gov) for assistance.

After you have successfully logged into the HUB Contact System, click the **“Report Supplemental Data”** button to complete and submit the supplemental reporting form.

3. If the reporting period has begun, you will see two additional buttons at the top of the screen as illustrated below in Figure 1.
4. To submit your electronic data, click on the **“Submit New HUB Report Data”** button. You will be directed to the next screen illustrated below in Figure 2.
5. Next, click the **“Browse”** button and choose the data file you want to submit. (The file must be in plain text format with a “.txt” extension. No MS Word, Excel, or other types of files will be accepted.) When you click **“Open”** (reference Figure 3 below) the file name will appear in the **“Select”** box.

**Figure 1**

http://tcomdev.tbpc.state.tx.us/asp/addresses/hubinfo.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Get Back Search Favorites Media

Address http://tcomdev.tbpc.state.tx.us/asp/addresses/hubinfo.cfm

**HUB CONTACT SYSTEM**

Submit New HUB Report Data Resubmit Corrected HUB Report Data

**Coordinator Contact Information**

Contact Mydin Heintz

Title Systems Analyst

Address 1711 San Jacinto

City Austin

State TX

Zip 78711

Phone 512-563-2919

Fax

E-mail mydin.heintz@tbpc.state.tx.us

Password 1234

Update Information

Done Internet

Figure 2

The screenshot shows a web browser window with the title "HUB Report - Submit Data - Microsoft Internet Explorer". The address bar shows the URL "http://fcmdev.tbcc.state.tx.us/hyda/HUB\_Report/store\_hub\_data\_form.cfm". The page features the "HUB CONTACT SYSTEM" logo on the left. The main heading is "HUB Report Data Submission Form". Below this, there are two input fields: "Fiscal Year: 2004" and "Reporting Period: Annual". A blue banner contains the text "Upload HUB Files (Note: In place of ASCII text files). Please do not upload MS Word Documents, WordPerfect Documents(.wpd), or EXCEL Spreadsheets!". Below the banner, there is a "File:" label, a "Select:" button, and a "Browse..." button. A "Submit" button is also present. A "Quit" button is located at the bottom left. A message states "You will receive confirmation once your file has uploaded." followed by a red warning: "Do not stop your browser after the file begins uploading!". The browser's status bar at the bottom shows "Done" and "Internet".

Figure 3

This screenshot shows the same "HUB Report Data Submission Form" as Figure 2, but with a "Choose file" dialog box open over it. The dialog box shows the "temp\_hub" folder containing various files, including "303\_FY3.TXT" which is selected. A tooltip for the selected file shows "Type: Text Document" and "Size: 3.00 KB". The "File name" field in the dialog shows "303\_FY3.TXT" and the "Files of type" is set to "All Files (\*.\*)". The "Open" button is highlighted. The background form is partially visible, showing the same fields and warnings as in Figure 2. The browser's status bar at the bottom shows "Done" and "Internet".

6. After you have clicked the “**Submit**” button, the data will be uploaded and validated simultaneously. **IMPORTANT: You will get a message warning you not to close your browser while this process occurs. If you do close your browser before you have received your validation results, the upload will not complete properly and your HUB Report expenditures may not be accurate.**
7. You will receive a confirmation message when the process is complete either identifying any errors that existed in the file (reference Figure 4 below), or identifying the control totals and the confirmation number assigned to your successfully submitted file (reference Figure 5 below).
  - If you receive a message stating that **your file contained records with errors and could not be uploaded**, click on the browser’s “**Back**” button to submit a corrected file.
  - If you receive a message stating that **your file was added successfully**, you will be provided with your **file name** and a **confirmation number**. Next, click on the “**Quit**” button and you will be sent an email notice identifying the total number of files and grand total expenditures submitted for your agency thus far. This is done to help agencies verify that they haven’t submitted more total expenditures than they intended. You will not receive the e-mail notice if you fail to click on the “**Quit**” button.
  - If you find that your totals are incorrect, you will need to follow the instructions referenced on page 12 for “**Data Resubmission Process**”.

**Figure 4**

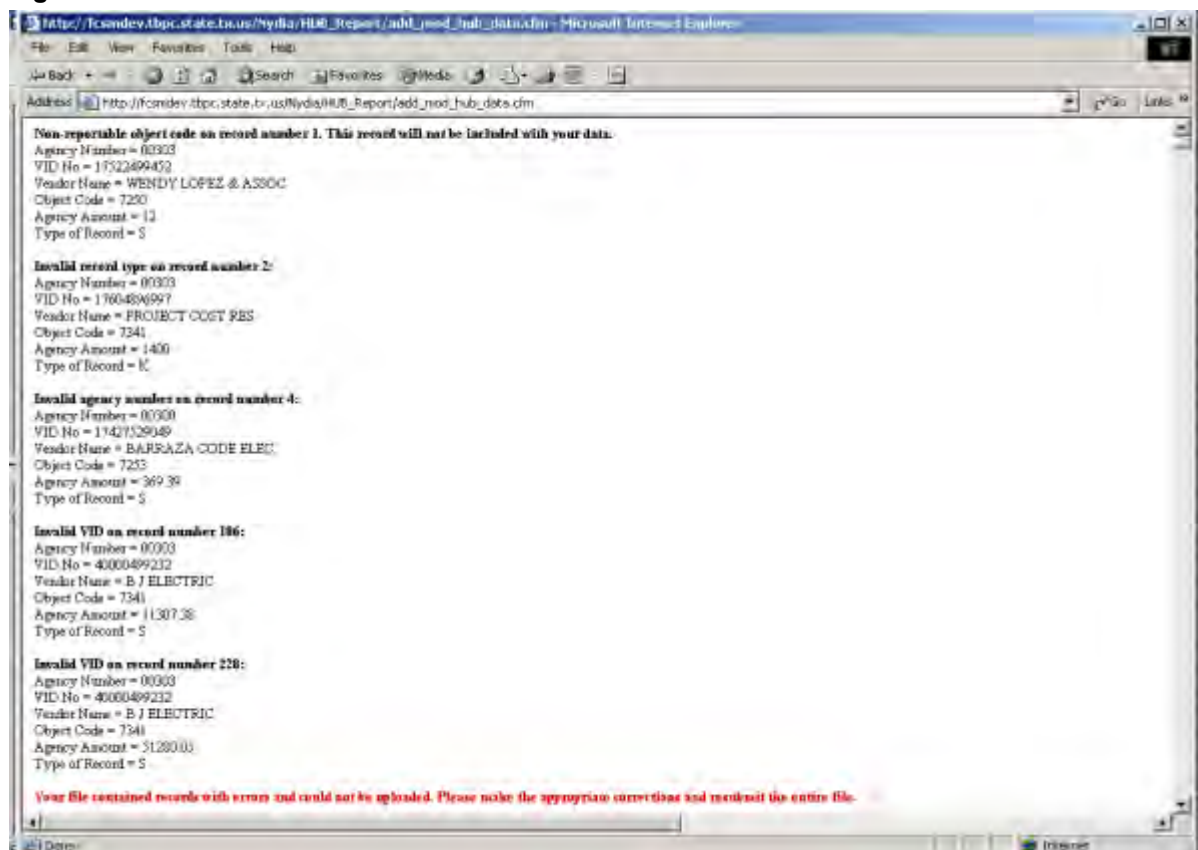


Figure 5

Address: http://formdev.tbpc.state.tx.us/hubdata/HUB\_Report/add\_new\_hub\_data.cfm

TOTAL \$ ON CODE EXCLUSIVE USE BY LOTTERY COMM	\$0.00
TOTAL \$ ON CODE EXCLUSIVE USE BY TEXDOT	\$0.00
TOTAL \$ ON CODE EXCLUSIVE USE BY TEPIC	\$0.00
TOTAL \$ FOR TIRH VID RECS	\$97,364.00
TOTAL \$ FOR TEXAS CORRECTIONAL VID RECS	\$0.00
TOTAL \$ FOR INTERAGENCY VID PAYMENT RECS	\$0.00
TOTAL \$ FOR NON-REPORTABLE ON CODES	\$0.00
<b>TOTAL \$ AMOUNT OF EXCLUDED RECS</b>	<b>\$97,364.00</b>
*****	
TOTAL \$ FOR RAW FILE	\$34,472,190.26
TOTAL \$ AMOUNT OF EXCLUDED RECS	\$97,364.00
<b>TOTAL \$ AMOUNT FOR RECS ACCEPTED</b>	<b>\$34,374,826.26</b>
*****	

File was added successfully!

The file name you provided to TEPIC was **303\_FY3.TXT** and your confirmation number is **388**. These have been emailed to your TEPIC address of record.

Please keep the confirmation number and file name, as they will be necessary if you choose to modify your data.

Submit Your HUB Report Data      Resubmit Corrected HUB Report Data

## Data Resubmission Process

To resubmit corrected data, either when discrepancies are found or during the draft review period, follow these steps:

1. Login to the HUB Contact System as you did to submit the original data. Click the **"Resubmit Corrected HUB Report Data"** button (reference Figure 1 above). You will be taken to the screen illustrated below in Figure 6.
2. Enter the confirmation number and the filename of the file you want to replace and then click, **"Next."** The old data file will be deleted from the reporting system and direct you to submit a new replacement data file as you did in Step 4, above.

Figure 6

Address: http://formdev.tbpc.state.tx.us/hubdata/HUB\_Report/get\_confirm\_num.cfm

### HUB CONTACT SYSTEM

Please enter the confirmation number and file name of the data you want to replace:  
(This data will be deleted and you will be provided with an opportunity to resubmit your corrected file.)

Confirmation Number:

File Name:

Next >>

Quit

You will receive confirmation once your records have been deleted.

**Do not stop your browser after the transaction begins processing!**

8. If you have any questions about this process, please contact Erin Bennett at 512-463-4840 or [erin.bennett@cpa.state.tx.us](mailto:erin.bennett@cpa.state.tx.us)

## DRAFT REPORT REVIEW

As a courtesy to state agencies and institutions of higher education, the CPA compiles each agency's expenditure data and places it on the CPA website in a Draft Report format prior to publishing the final HUB Report. The Draft Report allows state agencies and institutions of higher education to review their expenditure data and make any necessary corrections prior to publication of the final report.

**It is the responsibility of each state agency and institution of higher education to determine the accuracy of their entity's expenditure data.** If the agency discovers any inaccuracies, they must resubmit their entire data file(s) on-line through the HUB Contact System at <https://portal.cpa.state.tx.us/hub>

If the agency fails to resubmit their entire data file(s), including the corrections, the data will be rejected. The CPA must receive re-submission of data no later than the deadline previously identified.

## REPORTING OF TREASURY FUNDS

### (data provided by Comptroller's Office)

Treasury funds are funds deposited and maintained in the State Treasury. These are payments made (not processed) from treasury funds during the reporting period. They are purchases of goods, services, and public works contracts (which include delegated, open market, term contracts, proprietary, emergency and exempt purchases) from the approved/included list of object codes. These payments are processed and reported by the Comptroller's Office for each state agency and institution of higher education. The treasury data reported will be identified by using the Comptroller's object codes listed on **Attachment A. State agencies, which only have treasury funds and do not use subcontractors or the agency procurement card, do not need to report expenditure data to CPA.**

### Format for Electronically Submitting Treasury Data (Comptroller's Format)

ASCII or text detail records with the following fields:

- |                               |                       |  |
|-------------------------------|-----------------------|--|
| • Payee/Vendor Identification | 11 numeric characters | If the PIN/VID contains more than 11 numeric characters, submit only the first eleven. No dashes or space. |
| • Agency Code                 | 3 characters          | For example, 999   |
| • Object Code                 | 4 characters          | The 4-digit object code must be on the approved/included list of object codes.                             |
| • Dollar Amount               | 13 numeric characters | First 10 are whole dollars, then a period, and the last two are decimals.                                  |
| • Vendor Name                 | 20 characters         | Uppercase. If less than 20 characters, fill in with spaces after the vendor name.                          |
| • Contract Identifier         | 1 character           | A, B, C, or blank space (for non-term contracts).  |
| • TPFA Identifier             | 1 character           | Y (for TPFA).  |
| • DIR Identifier              | 1 character           | Y (for DIR).   |

**Note:** The contract identifier is requested because CPA must identify and report all Term Contracts (automated, scheduled, non-automated, and delegated). These would be the ones with the Purchase Category Codes (PCC) of **A** = automated term contracts, **B** = scheduled purchases, and **C** = non-automated term contracts.

## REPORTING OF NON-TREASURY FUNDS

### (all state agencies/institutions)

Non-treasury Funds are funds which are not deposited or maintained in the State Treasury. These are payments made (not processed) from non-treasury funds during the reporting period. These purchases of goods, services, and public works contracts (which include delegated, open market, term contracts, proprietary, emergency and exempt purchases) from the approved/included list of object codes. These payments are processed through a local bank (not through the Comptroller's Office) and must be reported by each state agency or institution. The non-treasury expenditure data will be reported to CPA by each state agency or institution of higher education that has non-treasury funds, in accordance with the timelines and guidelines set by the Legislature. Using the approved Comptroller's object codes listed in Attachment A will identify the non-treasury data reported.

### Format for Electronically Submitting Non-Treasury (Local Funds) Data (Programmer's Format)

State agencies and institutions of higher education submitting non-treasury ("N") data for the HUB Report are required to submit the detail summary records of each non-treasury payment made during the reporting period. Agencies and institutions must submit their payment data on-line through the HUB Contact System at <https://portal.cpa.state.tx.us/hub>

ASCII or text detail records with the following fields:

• Agency Code	5 characters	Fill with leading zeroes (i.e., 00999 or HW14).
• Payee/Vendor Identification	11 numeric characters	If the PIN contains more than 11 numeric (PIN/VID) characters, submit only the first 11. No dashes, or spaces.
• Vendor Name	20 characters	Uppercase. If less than 20 characters, fill in with spaces after vendor name.
• Object Code	4 characters	The 4-digit object code must be on the approved/included list of object codes.
♦ Dollar Amount	12 characters	The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. All dollar values must be preceded by leading zeros. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
• Type of Record	1 character	N, or A, B, C, G, S, or H; "N" to identify non-treasury data including payments to Procurement Card Vendor (Citibank); "A", "B", or "C" to identify non-treasury term contracts. Do not report twice. If non-treasury <u>and</u> a term contract use "A", "B", or "C". Use "H" to report and identify purchases made directly from HUBs using the procurement card as the method of payment and wanting HUB credit. Use "G" to identify group purchasing data, and use "S" to identify subcontracting data.

### The following are example records submitted by Agency 999:

```
|--5|-----11-----|-----20-----|-4|-----12-----| 1
0099917514873201BAILEY BOILER WORKS 7286000004635.65N
0099914528870315SACHEM GROUP, THE 7286000003159.00A
0099911349946506CITIBANK 7327000003000.00N
0099917601161528NATEX CORPORATION 7324000001000.50H
0099917514873201BAILEY BOILER WORKS 7286000004635.65N
```

**NOTE:** The sets of numbers identified in the first line of the example indicate the number of characters for each section.

- ◆ In the first record, agency 999 paid vendor 17514873201, BAILEY BOILER WORKS, under object code 7286, a total of \$4,635.65 from non-treasury funds.
- ◆ In the second record, agency 999 paid vendor 14528870315 SACHEM GROUP, THE under object code 7286, a total of \$3159.00 for a term contract payment from non-treasury funds.
- ◆ In the third record, agency 999 paid vendor 11349946506, CITIBANK, under object code 7327, a total of \$3,000.00 using non-treasury funds.
- ◆ In the fourth record, agency 999 made a credit card purchase from vendor 17601161528, NATEX CORPORATION, under object code 7324, a total of \$1,000.50.

**Note:** If a VID is submitted in an invalid format (not enough or too many numbers or the wrong prefix or check digit is use), then the VID cannot be validated to determine HUB status or term contract vendor status.

## REPORTING OF TERM CONTRACTS

Term Contracts (automated, scheduled, non-automated, books and library reference materials on contract) will be identified and verified by the Purchase Category Code (PCC) and the vendor identification number (VID). In accordance with Texas Government Code §2161, Term Contract expenditures will be subtracted from each agency's base total and will be shown under CPA's Statewide Procurement Section VI of the HUB Report. It is an agency's or institution's responsibility to identify expenditures against term contracts by entering the correct PCC in USAS when processing a payment voucher. The PCCs A, B, and C will be used to identify the term contract expenditures paid from both treasury and non-treasury funds. Non-treasury term contracts must be reported and identified (i.e., "A", "B", or "C") for the Semi-Annual and Annual HUB Reports. The state agency or institution will identify purchases from State Term Contracts, which are paid from non-treasury funds so that those purchases may be included in the CPA's Statewide Procurement Section.

**Note:** The CPA is verifying and validating the treasury and non-treasury term contract payments identified through PCCs A, B, or C. If the VID for term contract payment can be verified as a term contract vendor with CPA, then it will be subtracted from the agency's or institution's base total expenditures and shown in CPA's Statewide Procurement Section. If the VID for a term contract payment cannot be verified as a term contract vendor with CPA, then the payment will remain in the agency's base total expenditures. These payments will be shown in the agency's or institution's section of the HUB Report (Section VII). If a VID is submitted in an invalid format (not enough or too many numbers or the wrong prefix or check digit is used) then the VID cannot be validated to determine HUB status or term contract status. CPA includes the Term Contract vendor's VID number in the contract on the website.

## REPORTING OF SUBCONTRACTOR FUNDS

### (ALL STATE AGENCIES/INSTITUTIONS)

Subcontractor Funds are payments made to CPA certified HUBs by a Prime Contractor or supplier under contract with the State. State agencies and institutions of higher education must submit the subcontracting participation for all Non-HUB contracts for the purchase of goods, services, and public works contracts paid (not processed) during the reporting period in accordance with Texas Government Code, § 2161.122 (b).

HUB Subcontracting **double reporting is not allowed on the HUB Report**. An agency or institution may receive 100% HUB credit participation if the Prime Contractor is a HUB and performs at least 25% of the work. The contracting agency or institution of higher education may submit subcontracting data to any tier until a HUB subcontractor is utilized. Once credit for doing business with a HUB is received, **no more credit** can be received, even if that HUB further subcontracts with another HUB.

As part of a provision of the HUB Subcontracting Plan (HSP) the respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying their compliance with the HSP, including the use/expenditures they have made to subcontractors. The PAR form is available at <https://www.comptroller.texas.gov/purchasing/vendor/hub/forms.php>.

State agencies and institutions of higher education shall report subcontracting participation paid from treasury and non-treasury funds. However, if submitting subcontracting data from non-treasury funds, the agency or institution must have also reported their non-treasury funds detail records as outlined above. This Subcontracting expenditure data shall be reported to CPA by each state agency or institution that uses subcontractors in accordance with the guidelines and timelines set by the Legislature. Using the approved Comptroller's object codes shown in Attachment A will identify the subcontractor data reported.

For example, to receive credit for HUB subcontracting, state agencies and institutions of higher education must require their Prime Contractors to report HUB subcontracting. Progress of subcontract amounts actually paid to Texas certified HUBs should be documented in writing by Prime Contractors submitting invoices for payments to the paying agency or institution. The reporting agency should ensure the accuracy of the data reported by the Prime Contractor. The Prime Contractor payment data can be verified with the HUB subcontractor or by requiring the Prime Contractor to submit copies of canceled checks payable to the subcontractor with the subcontracting report to the agency. The state agency or institution of higher education must submit detail summary records to CPA of each HUB subcontractor payment made by a Prime Contractor to each HUB vendor for the specific object code which is being used to pay the Prime Contractor. The total spent with Prime Contractors for each object code reported will be determined by CPA from the consolidated data reported for each object code. This procedure for submitting data must be followed for each object code in which an agency or institution wants to receive credit for HUB subcontracting (such as the object codes relating to construction, legal, engineering, janitorial, etc.).

## FORMAT FOR SUBMITTING SUBCONTRACT DATA ELECTRONICALLY

### (Programmer's Format)

State agencies and institutions of higher education submitting subcontract ("S") data for the HUB Report are required to submit detail summary records of each subcontract payment made by a Prime Contractor to each HUB vendor for each specific object code. The total spent with Prime Contractors for each object code reported will be determined from the consolidated data reported for that object code. Agencies and institutions can submit their subcontracting data on-line through the HUB Contact System at <https://portal.cpa.state.tx.us/hub/>

ASCII or text detail records with the following fields:

◆ Agency Code	5 characters	Fill with leading zeroes (i.e., 00999 or 0HW14).
◆ Payee/Vendor Identification	11 numeric characters	If the PIN contains more than 11 numeric (PIN/VID) characters, submit only the first 11. No dashes, spaces, or alpha characters.
◆ Vendor Name	20 characters	Uppercase. If less than 20 characters, fill in with spaces after vendor name.
◆ Object Code	4 characters	The 4-digit object code must be the same object code that was used to pay the Prime Contractor and must be on the HUB Report's approved/included list of object codes.
◆ Dollar Amount	12 characters	The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. All dollar values must be preceded by leading zeros. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
◆ Type of Record	1 character	"S" to identify Sub-Contractor. "H" to report and identify purchases made directly from HUBs using the procurement card as the method of payment and wanting HUB credit.

#### The following are example detail records submitted by Agency 999:

```
|--5|----11-----20-----|-4|-----12-----|1|
0099917601799384BLUE BOY VENDING      7341000300000.00S
0099917426913301RADCON INC              7341000200000.00S
```

**NOTE:** The sets of numbers identified in the first line of the example indicate the number of characters for each section.

In the records identified, agency 999 is identifying a payment made to a HUB subcontractor. PIN/VID number 17601799384, BLUE BOY VENDING processed under object code 7341 (the same object code used to pay the Prime Contractor) in the amount of \$300,000.00. A second payment was made to a HUB subcontractor with PIN/VID number 17426913301, RADCON INC. This HUB subcontractor was processed under object code 7341 for \$ 200,000.00. The total spent with Prime Contractors for object code 7341 will be derived from the consolidated Non-HUB total (treasury + non-treasury) paid within this object code. If this object code total is less than the HUB subcontractor amount submitted for this object code, the records will be rejected and an exception report will be generated. The CPA will notify the agency of the discrepancy. If the discrepancy can be documented and resolved within 24 hours, the data records will be corrected. A HUB subcontractor cannot be paid more than the Prime Contractor.

## AVOIDING HUB SUBCONTRACT DISCREPANCIES

During previous HUB Reporting periods, CPA has discovered discrepancies from agencies that submitted HUB subcontracting data. CPA identifies discrepancies in the following ways:

- 1) When comparisons are made between an agency's reported Non-HUB Prime Contractor expenditures and an agency's reported HUB subcontractor expenditures for the same object code. HUB subcontracting payments must not be more than the Non-HUB Prime Contractor payments.
- 2) HUB subcontracting double reporting is not allowed. An agency can submit HUB subcontracting dollars to any tier level until a HUB subcontractor is paid. Once HUB credit is received, HUB reporting is not allowed beyond the first level reported.
- 3) There are object codes that are allowed on the HUB Report and object codes that are not allowed. If an agency reports expenditures under object codes which are not allowed, the data records are not reported on the HUB Report.
- 4) The HUBs included in the agencies' HUB subcontracting data must be CPA HUB certified (under the VID number in the CPA HUB directory) in order for an agency to receive HUB credit on the Statewide HUB Report. When discrepancies have occurred, CPA has contacted the agency and requested that corrections to the data submitted are corrected or the records would not be accepted as HUB subcontracting. In addition, HUB subcontracting should only be reported to CPA when the Prime Contractor is a Non-HUB vendor. If the Prime Contractor is a HUB, the expenditures are recorded as a 100% HUB direct payment, not as a HUB subcontractor payment.

## EXAMPLES FOR SUBMITTING HUB SUBCONTRACTING DOUBLE REPORTING CLARIFICATIONS

**Questions: Can second (2nd) tier HUB Subcontracting be reported?  
What is HUB Subcontracting double reporting?**

**Answer:** You can submit HUB subcontracting dollars to any tier level until a HUB subcontractor is paid under the object codes that are allowed on the HUB Report. However, HUB subcontracting double reporting is not allowed. For example, once an agency receives HUB credit, whether it is at the prime level (first level/tier), or subcontractor (second or third level/tier), HUB subcontracting reporting is not allowed beyond the level/tier at which HUB dollars are reported and HUB credit is received. Here are a few examples:

### First Level HUB Credit

If your agency uses a CPA-Certified HUB Prime Contractor (first level/tier) who performs at least 25% of the work, you will receive 100% HUB credit participation at the first level. You will want to track any subcontracting performed to ensure that the HUB prime is performing at least 25% of the contract, but you may not report HUB subcontracting because you are already receiving 100% credit. Reporting additional HUB subcontracting would be double reporting. The HUB prime vendor may subcontract with other HUB(s), but those HUB subcontracting dollars may not be reported. Subcontracting should be tracked only to ensure the HUB prime vendor is performing at least 25% of the contract.

### EXAMPLE:

If you award a \$100,000 contract to a CPA-Certified HUB vendor, your agency will receive \$100,000 or 100% HUB credit. If this HUB Prime Contractor subcontracts \$10,000 or 10% with another HUB and your agency reports these dollars, your agency would be reporting \$110,000 of HUB credit. Since the contract is, for only \$100,000 this would be double reporting \$10,000.

### Second Level HUB Credit

If your agency uses a Prime Non-HUB Contractor, you may request the Prime Non-HUB Contractor to meet the good faith effort of subcontracting with HUB(s). Your agency may submit subcontracting data for the CPA certified HUB(s) utilized as a 1st level/first tier source for the Prime Non-HUB Contractor.

### EXAMPLE:

If you award a \$100,000 contract to a Prime Non-HUB Contractor (1st level/tier), and this Prime Non-HUB Contractor subcontracts \$10,000 or 10% with a CPA certified HUB (2nd level/tier) and your agency reports these dollars, your agency would be reporting \$10,000 or 10% of HUB credit.

### **Third Level HUB Credit**

If your agency utilizes a Prime Non-HUB Contractor, and the subcontractor is also a Prime Non-HUB Contractor (1st level/tier), and the subcontractor is also a Prime Non-HUB Contractor (this is considered the 2nd level/tier vendor), and the 2nd level/tier Non-HUB Subcontractor utilizes a CPA certified HUB subcontractor 3rd level/tier, your agency may report the 3rd level/tier HUB subcontracting. After this level (the level at which HUB subcontracting is utilized and reported) no additional HUB subcontracting credit can be received, even if the 3rd level/tier HUB further subcontracts with a 4th level/tier HUB.

### **EXAMPLE:**

If you award a \$100,000 contract to a Prime Non-HUB Contractor (1st level/tier), and this Prime Non-HUB Contractor subcontracts \$10,000 or 10% with a Non-HUB Subcontractor (2nd level/tier) and the Non-HUB subcontractor further subcontracts \$1,000 or 1% of total to original contract with a CPA certified HUB (3rd level/tier) and your agency reports the HUB subcontracting (3rd level/tier), your agency would report and receive \$1,000 or 1% HUB credit. If you have any further questions or need additional information, please contact the Statewide HUB Program at 512-463-5872.

## DEPARTMENT OF INFORMATION RESOURCES (DIR) PURCHASES

State agencies and institutions of higher education should not report non-treasury purchases that DIR made on their behalf. For the purchases DIR makes on the behalf of state agencies and institutions of higher education, DIR will enter in USAS the purchasing agency's number in the "comp/agy obj" field. The CPA pulls the purchasing agency's number from the "comp/agy obj" field and replaces DIR's agency number 313 and reports it with the treasury data. **For reconciliation purposes, a column has been added to the agency detail data to identify DIR purchases.** An agency may view its detail data on-line at <https://portal.cpa.state.tx.us/hub> during the draft period, or final report. If you have questions about your agency's DIR detail records, please contact DIR HUB Coordinator Representatives, Lisa Maldonado at 512-463-5662, or Lynn Sanchez at 512-463-9813.

## TEXAS PUBLIC FINANCE AUTHORITY (TPFA) PURCHASES

TPFA enters in USAS the purchasing agency's number in the "comp/agy obj" field. The CPA pulls the purchasing agency's number from the "comp/agy obj" field and replaces TPFA's agency number 347 for all master lease purchases made out of Fund 735, Appropriation 05755 by the Texas Public Finance Authority, and reports it with the treasury data. **For reconciliation purposes, a column has been added to the agency detail data to identify TPFA purchases.** An agency may view its detail data on-line at <https://portal.cpa.state.tx.us/hub/> during the draft period, or final report.

## REPORTING OF PROCUREMENT CARD HUB PURCHASES

**Applicable only to state agencies and institutions of higher education participating in the procurement card program.**

### TERM CONTRACT 946-A1

The procurement card is a payment method and is not to be used to circumvent any statutory or regulatory purchasing requirements, (e.g., use of CMBL for obtaining 3 bids with a minimum of 2 bids from HUBs, etc.). Procurement card purchases made with treasury funds are identified through PCC H (not PCC A), and Citibank's VID number. These payments made to Citibank's VID number with treasury funds will be reported by the CPA for each agency. If the VID is identified as a payment to Citibank, it will remain in each agencies' and institutions of higher education total expenditure base.

State agencies and institutions of higher education using non-treasury funds are **required** to submit the detail summary records of the total payments made to the procurement card vendor Citibank during the Semi-Annual and Annual HUB Reporting periods. These direct payments to Citibank using non-treasury funds should be reported to CPA in the ASCII format below using an "N" as the type-of-record identifier.

In addition, an agency or institution of higher education may **choose** to track and report HUB expenditures when using the procurement card as a method of payment to offset or improve its overall HUB expenditures. If an agency or institution of higher education decides to track and report this data, then it must be reported to CPA in the ASCII format below using an "H" as the type-of-record identifier.

Agencies and institutions can submit their procurement card data on-line through the HUB Contact System at <https://portal.cpa.state.tx.us/hub/>

ASCII or text detail records with the following fields:

- ♦ **Agency Code** 5 characters Fill with leading zeroes (i.e., 00999 or 0HW14).
- ♦ **Payee/Vendor Identification** 11 numeric characters If the PIN contains more than 11 numeric (PIN/VID) characters, submit only the first 11. No dashes, spaces, or alpha characters.
- ♦ **Vendor Name** 20 characters Uppercase. If less than 20 characters, fill in with spaces after vendor name.

- ◆ **Object Code** 4 characters The 4-digit object code must be the same object code that was used to pay Citibank and must be on the HUB Report's approved or included list of object codes.
- ◆ **Dollar Amount** 12 characters The first nine (9) characters must be whole dollars or zeros followed by a decimal point with the two (2) remaining characters identifying the cent values. All dollar values must be preceded by leading zeros. If reporting a negative dollar amount, the first character (41) must be a hyphen (dash).
- ◆ **Type of Record** 1 character "N" to identify non-treasury payments made to Citibank for all procurement card purchases; "H" to report and identify purchases made directly from HUBs using the procurement card as the method of payment and wanting the HUB credit.

Payments made to Citibank using non-treasury funds **must** be reported to CPA by the state agencies and institutions of higher education using these types of funds. Purchases made from HUBs using the procurement card as the method of payment **may** be reported to CPA at the option of the agency or institution of higher education. Please note that payments made to Citibank using treasury funds **will be** reported by the CPA for each agency or institution of higher education.

**Below are example records that must be submitted by agencies when reporting their non-treasury payments to Citibank and their HUB expenditures:**

```
|--5|----11-----20-----|-4|-----12-----| 1
0099911349946506CITIBANK 7327000003000.00N
0099917601161528NATEX CORPORATION 7324000001000.50H
0099917514873201BAILEY BOILER WORKS 7327000001200.50H
0099914528870315SACHEM GROUP, THE 7327000000150.00H
```

**NOTE:** The sets of numbers identified in the first line of the example indicate the number of characters for each section.

- ◆ In the first record, agency 999 paid vendor 11349946506, CITIBANK, under object code 7327 a total of \$3,000.00 using non-treasury funds.
- ◆ In the second record, agency 999 paid vendor 17601161528, NATEX CORPORATION under object code 7324 a total of \$1,000.50.
- ◆ In the third record, agency 999 paid vendor 17514873201, BAILEY BOILER WORKS under object code 7327 a total of \$1200.50.
- ◆ In the fourth record, agency 999 paid vendor 14528870315, SACHEM GROUP, THE under object code 7327 a total of \$150.00.

By adding the three records identified with the "H", it can be determined that the total purchased from HUBs with the procurement card for this reporting period was \$2,351.00. The Citibank non-treasury payments will be added to the Citibank treasury payments reported by the Comptroller for each agency for a grand total paid to the Citibank by each agency. The total spent with HUBs must be less than or equal to the total payments reported for the Citibank by the Comptroller's Office for treasury funds and by the agency for Non-treasury funds, if applicable. If the HUB totals are not less than or equal to the total paid to the Citibank, the data will be considered inaccurate and will be rejected by the CPA HUB Reporting programs.

**Note:** Agencies and institutions can submit **test data** at any time during the reporting period to ensure that the electronic ASCII format of the data submitted is correct. The test data should be submitted at least **two weeks** before the timelines specified in these procedures to verify correct format and to allow time for format changes. Late reporting will not be accepted.

**(ALL state agencies/Institutions OF HIGHER EDUCATION)**

**"G"** records must also be reported as part of your detail records as either treasury **"T"** or non-treasury **"N"** depending on source of funding used when making payment. **"G"** records are technically reported twice (first, as a detail expenditure, and secondly, to separately identify those agencies or institutions that are participating in a group purchasing program).

State agencies/institutions of higher education participating in a Group Purchasing Program are required to submit the detail summary records for each object code which the agency or institution participates. Agencies and institutions can submit their group purchasing data on-line through the HUB Contact System at <https://portal.cpa.state.tx.us/hub/>

◆ Agency Code	5 characters	Fill with leading zeroes (i.e., 00999 or 0HW14).
◆ Vendor/Payee Identification	11 numeric characters	If the PIN contains more than 11 numeric Number (VID/PIN) characters, submit only the first 11. No dashes, spaces, or alpha characters.
◆ Vendor Name	20 characters	Uppercase. If less than 20 characters, fill in with spaces after vendor name.
◆ Object Code	4 characters	The 4-digit object code must be on the approved/included list of object codes.
◆ Dollar Amount	12 characters	Fill with leading zeroes. First nine characters are whole dollars, the next character is a period, and the last two are decimals. Fill with leading zeroes. If the amount is negative, replace the first
◆ Type of Record	1 character	leading zero with a dash ("-"). "G" to identify separately Group Purchases.

**NOTE:** The sets of numbers identified in the first line of the example indicate the number of characters for each section. In this record, agency 999 is identifying a payment made to vendor 19543470181, WALKERS ELECTRONICS processed under object code 7312 for \$250,000.00 through the participation of a Group Purchasing Program.

**Note:** Legislation mandates that Group Purchasing Participation be reported for the Semi-Annual and Annual HUB Report separately. Each group purchasing payment made from non-treasury funds must also be reported as a non-treasury detail record, which will be included in the non-treasury base for total expenditures. The Comptroller will report any payments made from treasury funds.

## HUB REPORT EXCLUSIONS

- **Interagency Payments** - Interagency Payments are excluded if the agency's Comptroller assigned identification number, not the agency's federal identification number, is used for payment. State agencies and institutions of higher education are encouraged not to use the federal identification number when making interagency payments if they want the payment to be excluded.

For interagency payments to be excluded from the HUB Report, the Comptroller assigned identification number, which is a 9-digit base number for all state agencies/institutions of higher education, must be used. This number is pre-fixed with a three (3) and includes the agency's 3-digit agency code repeated three times. For example, CPA's Comptroller assigned identification number is 3-304304304-2.

- **Texas Industries for the Blind and Handicapped (TIBH) payments**, using the following vendor identification number 17419760511, are excluded.
- **TIBH Workcenters** as designated by TIBH are excluded.
- **Texas Correctional Industries, Inc. (TCI) payments**, using the following vendor identification number 17460014313 are excluded.

## ONLINE HUB REPORT

Electronic versions of the HUB Reports are available on-line free of charge at <https://www.comptroller.texas.gov/purchasing/vendor/hub/reporting.php>.

## CONTACT INFORMATION

For questions regarding the HUB Report, you may contact the Statewide HUB Program toll-free at 1-888-863-5881 or 512-463-5872.